

Revisions are based on the 5/10/02 UEC meeting, and are indicated by bold italics.

CHARTER

RHIC/AGS FACILITIES USER GROUP

The name of this organization shall be the “**RHIC/AGS Facilities User Group**.” Its purpose is to provide an organized channel for the interchange of information between the Laboratory administration and those who use BNL’s nuclear, high energy, and heavy ion facilities. Representing a wide spectrum of research workers, the group will make known to the BNL administration the needs and desires of those actively engaged in leading research projects, while providing a means for BNL to inform them of current and future plans for the Laboratory. It is expected that this will enable the Laboratory administration better to evaluate the needs of its users so they can more efficiently plan their use of Laboratory facilities.

A. ORGANIZATION

1. Membership:

a. Membership shall be open to scientists who are interested in doing research at the RHIC/AGS accelerator facilities.

b. BNL employees holding the following positions are registered as Ex Officio members of the group: The Director, the responsible Associate Directors, the Chairs of the Collider-Accelerator and Physics Departments, the Division Heads of the Accelerator and Experimental Support Facilities of the Collider-Accelerator Department, and the Director of the Collider-Accelerator Users Center.

2. Officers:

a. The officers of the Group are the Chair, Chair-elect, and the Past Chair. The Chair will serve as the executive officer of the Group. A Chair-elect shall be elected by plurality vote of the membership every year, and will assume the duties of the Chair in the second year following his election. The Past Chair will assist the Chair in his duties for one year after his tenure as Chair. At least two candidates for the Chair shall be presented by a Nominating Committee and/or by nomination from the floor. *When necessary, the Chair shall have the power to fill vacancies occurring between meetings.*

- b. A Secretary shall be appointed by the Chair to serve at his discretion and shall be an Ex-Officio member of the Users Group and its Executive Committee.

3. Standing Committees:

- a. The Executive Committee (UEC) shall consist of the Chair, Chair-elect, and Past Chair and six other members elected by written ballot for three-year terms. Members of the UEC shall rotate; three new members (one of which is the Chair-elect) shall be chosen each year. Nominations shall be made by the Nominating Committee and/or by nominations from the floor. The Executive Committee shall function as the Agenda Committee and assist the Chair in his/her administrative duties. Consultants on special aspects of particular problems may be called to attend meetings of the UEC at the discretion of the Chair.
- b. The Nominating Committee shall consist of four members appointed by the Executive Committee. The Nominating Committee is charged with preparing a slate of candidates for election of the Chair-elect, and Executive Committee members. The slate should reflect a balance of interests among active fields of research at the BNL facilities.

B. MEETINGS OF THE USER GROUP

- 1. Meetings shall be called at the discretion of the Chair except that a minimum of one meeting shall be held annually. The location of the meeting shall be selected at the discretion of the Chair. Except in unusual circumstances, notice of the meetings shall be give at least one month in advance to all members.
- 2. An agenda for each meeting shall be provided by the Chair with the aid and advice of the Executive Committee. A short written summary of the items on the agenda shall be provided to the members at least one week in advance of the date of the meeting.

C. EXECUTIVE COMMITTEE PROCEDURAL RULES

- 1. Minutes of the Executive Committee meetings shall be recorded by the Secretary and shall include a brief résumé of the results of the deliberations. After approval by the Chair, copies of the minutes shall be made available to all members of the User Group.
- 2. Attendance at Executive Committee meetings by more than one-third of the elected members shall constitute a quorum. On specific questions, the Chair may call for a vote to determine the results of the deliberations if a quorum is present. A majority vote shall constitute the recommendation of the Executive Committee, except that any three elected members in attendance can call for a written vote by the entire membership. In the absence of a quorum, no official action can be taken.